

# Reading

(A Complete Man)

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Reading (or STUDYING) is usually associated to securing good marks. But let me ask you a very simple question. There are people who read (or study) less but even then they secure more. During my childhood, I used to think about how do they do it? Do they have a more developed brain? Are they sharper than me? Do they have better memory power? I consoled myself by saying that “there are a lot of things which I know far better than them, and they do not stand anywhere in front of me.” Well...most of the people think like this, and they are RIGHT...!!!

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So....what are the things (or tricks ) which you should adopt so that you too, can secure better marks? In fact, forget about the marks, think about enhancing your overall knowledge.

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First of all, there are no tricks, and therefore do not be bothered about tricks. The only thing that you need to understand is that you must read... to be more precise.... You must STUDY.

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The educational system does not pay any heed to cultivate the art of reading well among the students; and therefore, it falls upon the individuals to cultivate the abilities by/in themselves.

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Why I am paying a lot of weightage on reading? You know... because reading is the science of sciences, the mother of all the knowledge...Just like BODYBUILDING is the mother of all the sports, and TEACHING is the mother of all the professions.

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If you study the lives of the RICH, FAMOUS, and THE MOST INFLUENTIAL people, you will observe a strange similarity.... All of them were VORACIOUS READERS. Even if they had 15 minutes to spare they used it to study.

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So, if you want to be the most influential person of your trade you must learn to steal time here and there and use it to become the student of your art ... your craft ... your domain. Very simple...!!! Isn't it? Just by reading you can acquire the status of the MOST COMPETENT PROFESSIONAL. I am sure that you understand the meaning of being recognized as the most competent professional. It means...being THE HIGHEST PAID professional of your field.

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All this for what...??? .... Reading 30 minutes a day.

Okay ... Okay ... I understand that purchasing books is very EXPENSIVE. And also most of the books are not readily available... so what...??? You can use the INTERNET. You can read (or STUDY) a lot of articles to educate yourself. Just a recharge of 100 rupees for 1 GB data, and that too at the speed of 3G, and you can have access to everything worth-knowing.

*Because you want to have a workable knowledge about reading... I will answer the following questions.*

*How should you read?*

*What should you read?*

*Who should read?*

*When should you read?*

*Where should you read?*

*Why should you read?*

## What is READING?

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1. When you read a piece of writing, you look at it and understand what it says.
2. Reading requires continuous practice, development, and refinement.
3. Reading requires creativity and critical analysis.
4. Reading cultivates the sense of creativity and critical analysis in a reader.

5. Several meanings can be drawn by reading the same text, because of which people of different communities kill each other.

## **Various TECHNIQUES**

So far, there are several types of reading methods (or techniques) suggested by researchers to increase the comprehension and retention of the read, which are listed below.

**SQ3R Method (Survey, Question, Read, Review, and Recite),**

**SQ4R Method (Survey, Question, Read, Recite, Record, and Review),**

**PQRST Method (Preview, Question, Read, State, and Test),**

**SQ5R Method (Survey, Question, Read, Recite, Record, Review and Reflect)<sup>and</sup>**

**Active Reading Method.**

As such, there is no unanimity about which method is the best. However, since all methods of reading are combination, I will explain the SQ5R technique.

The full form of SQ5R technique is Survey, Question, Read, Recite, Record, and Review. The SQ5R technique is mostly used for the Academic Purposes.

## **Survey**

To glance at the material to get the feel.

It includes reading : -

Chapter title.

Chapter objectives.

Chapter summary.

Major heading/subheadings/photos/graphs

Italicized/capitalized/bold words are read.

## **Questioning**

Knowing WHY are you reading?

Knowing WHY the author has written it?

Knowing WHAT information you are looking for?

To challenge the ideas presented.

The ability to read it critically.

The ability to ask standard questions like...

What? Why? When? Where? How?

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## **Reading**

The main thing.

To understand the main IDEAS.

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## **Recite**

Recite the main ideas in your own words, after finishing each page.

Summarize aloud what you read.

Very important, it will also improve your communication skills and delivery.

Do this... and I repeat... after finishing each page.

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## **Record**

Mark/highlight enhances the understanding for the future references.

Underline only those parts that are clearly essential for you.

It will let you absorb the main idea without going through the complete text.

Write down the key points.

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## **Review**

Reading continually and periodically enhances retention.

Spend some time in going through the earlier notes before beginning a new reading assignment.

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## **Reflect**

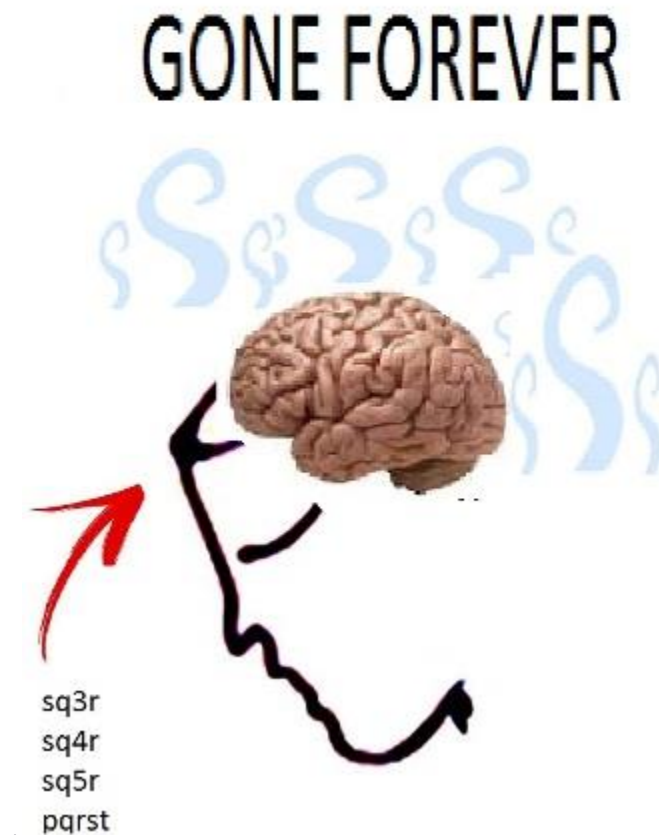
Organize and reorganize the ideas into larger categories.

Compress them into smaller units.

Mentally manipulate the ideas.

Relate and compare the different  
Notice where they agree and differ.  
Generalize the ideas with your experience/knowledge.  
Incorporate them into your own existing knowledge.  
Now you have ultimately understood the idea you read.  
To understand means that you can explain the concept and still preserve the  
author's intended meaning.

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However, the most **EFFECTIVE** and **USEFUL** method as far as I have understood is the Active Reading Technique.

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How to read actively?

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Keep pen and paper handy.

Write the purpose of reading on the top of the paper.

Write what comes to you after reading each paragraph.

Write what comes to you after reading each page.

Summarize the primary ideas in your own words.

Reflect on author's opinion and purpose.

Always read with a pen/pencil in your hand and underline whatever you think is important.

A good reader reads critically. If you read critically, you participate creatively in the process of reading. You constantly question what the author is saying, and **why**?

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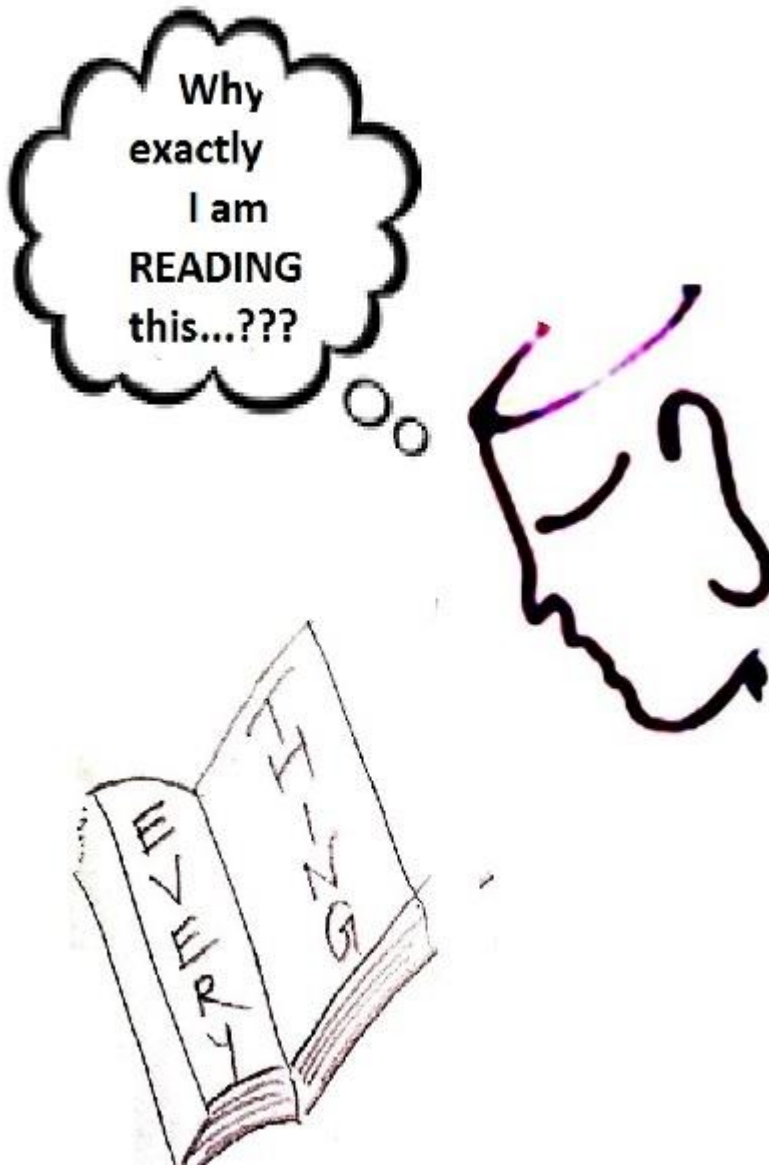
## How should you Read?

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*11 ways to make the most from READING*

1. Begin with the END in MIND





Before reading be **ABSOLUTELY CLEAR** about why are you reading something.  
What is your motivation?

Are you reading it to know what is written?

Or you want to know about the main points?

Or you want to secure good marks?

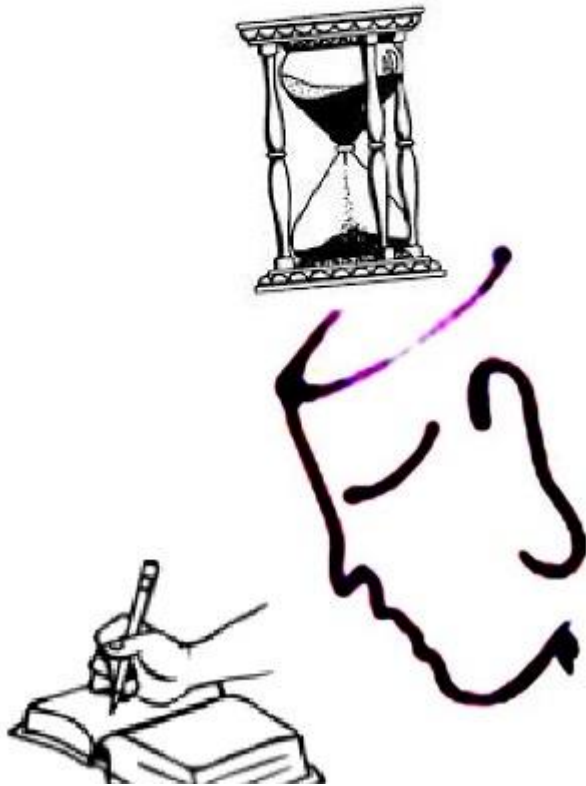
There could be a lot of reasons. But before reading, just ask yourself, why I am reading this?

Answer this by saying, I am reading this because I want to .....

When you ascertain this, the SUBCONSCIOUS mind filter the material to suit your need. Once you master this technique, you can read 3 or 4 books WITHIN an HOUR.

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## **2. Read to utilize your time EFFECTIVELY**



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Do not study merely to pass the exams.

Read to enhance your learning.

If you are unable to decide what to read, read some MOTIVATIONAL books.

But, before reading any book read the REVIEWS first, to CONFIRM that it is worth your time.

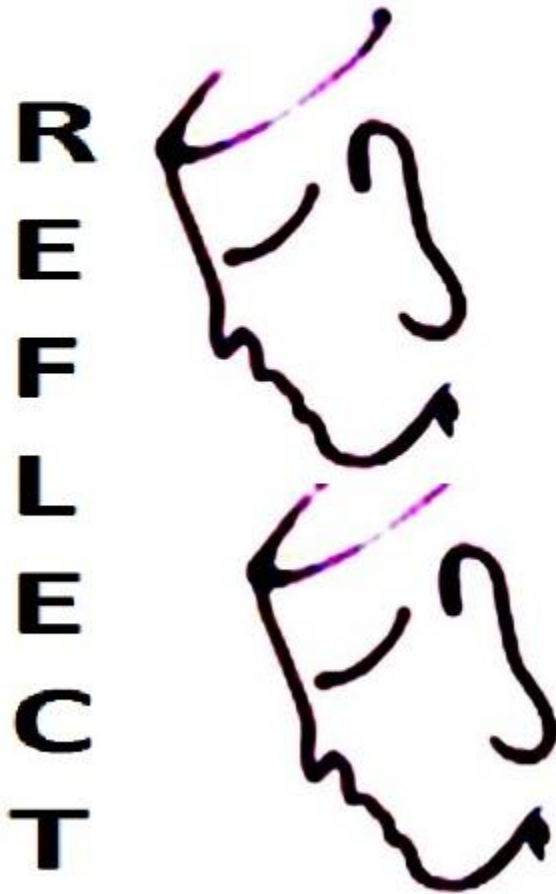
Gift books (to your children especially).

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### **3. Read and REFLECT**

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While you are reading a book, put marks on the things you find interesting (or useful), underline it.

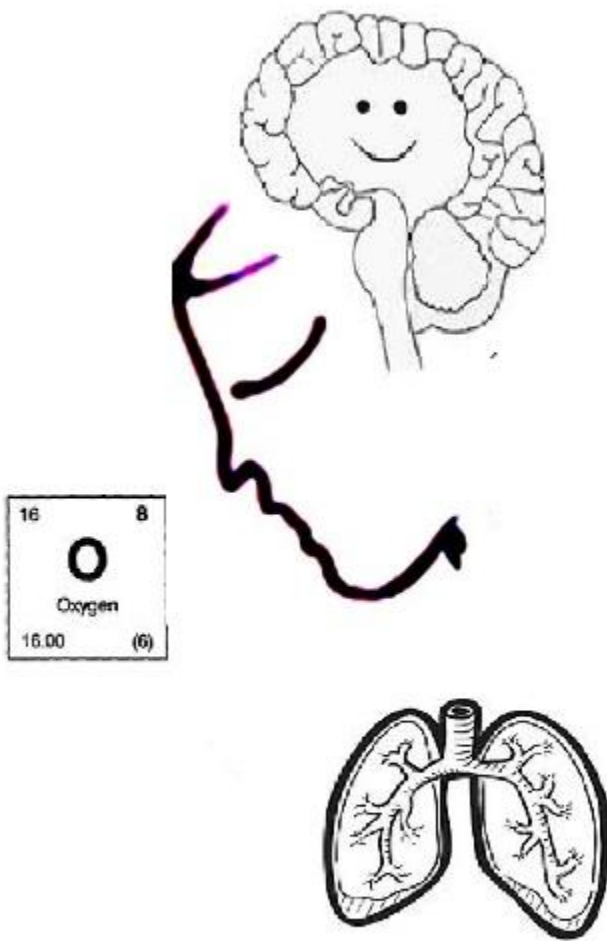
Write down your thoughts while reading it.

Or Write what you have understood.

If possible, try to explain every page (of a book) in 4 or 5 lines of what you have understood.

This will enhance your style or art of expression.  
After every 2 or 3 months read your notes.

4. Whenever you read, keep your spine STRAIGHT and breathe DEEPLY.



Make it a habit to walk while you read (if the book is not too heavy).

Inhale deeply.

Try to fill your lungs as much as humanly possible with oxygen and exhale it completely.

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**5. Do NOT Read anything/ anysubject for more than 30 minutes per session.**

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Then switch to read some different thing/subject.

It will not cause boredom.

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## **6. Practice RC exercises of competitive exams.**

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It will enhance your understanding of the language, and will acquaint with the nuances of the language.

Experts say that you need 10,000 hours to master anything.

However, an easy way is to do something 10,000 times.

If you want to master Reading Comprehension, go for attempting the solved question papers of the competitive exams, attempt 10,000 RC exercises RELIGIOUSLY.

And most importantly STUDY the explanations.

Attempting 10,000 English Sections, and you are SET. That is the power of doing something 10,000. Even Bruce Lee feared the move someone has practiced 10,000 times.

If this is too much for you, attempt one RC exercise per day, and in 1 year you will be a well read man.

This habit of regular REPETITION is the thing which differentiates a 50% securer from a 90% securer.

If you are a Hindi medium student, it will give you the necessary practice.

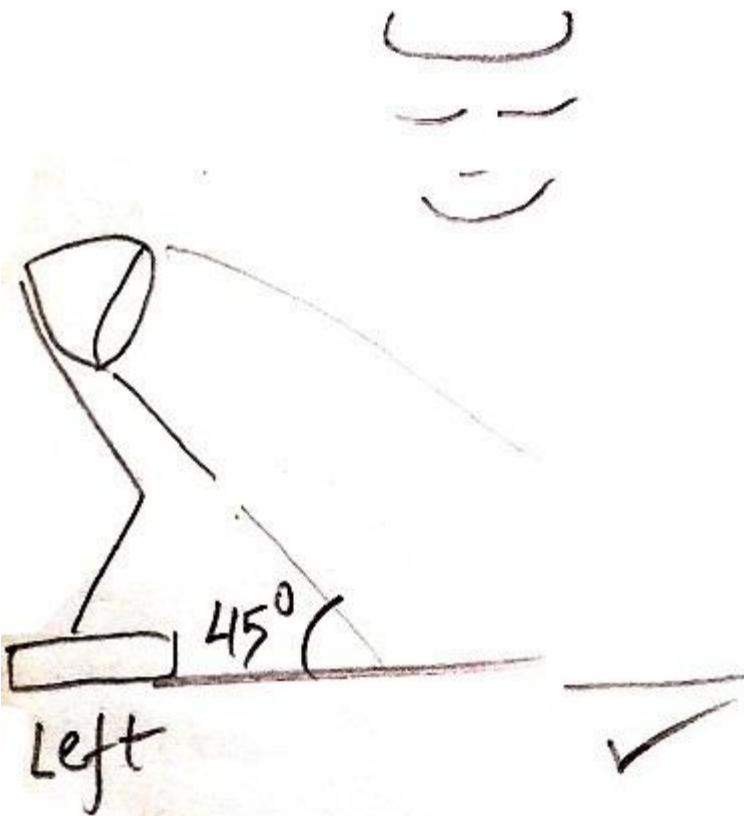
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## **7. The source of LIGHT**

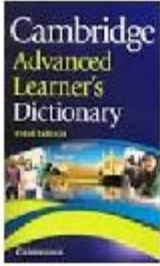
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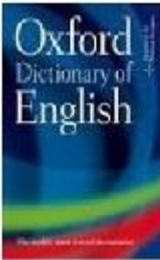


While you read ensure that light should always come from the LEFT SIDE.  
The light should be falling on the paper with a 45 degree angle.

## 8. Use DICTIONARY



if you want **CORRECT USAGE...**



if you want to know just  
**EVERYTHING** about the  
word...

**Both are EQUALLY important**



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Whenever you come across a word you do not know/understand, look it up in the dictionary. At times, you can make out the meaning by its context, but it pays rich dividends to study the word in the dictionary, study the various parts of the description, study the origin of that word, how it is pronounced, and various shades of meaning.

It will not only acquaint with the exact sentiment of the author but will also expand your vocabulary (active as well as passive vocabulary).



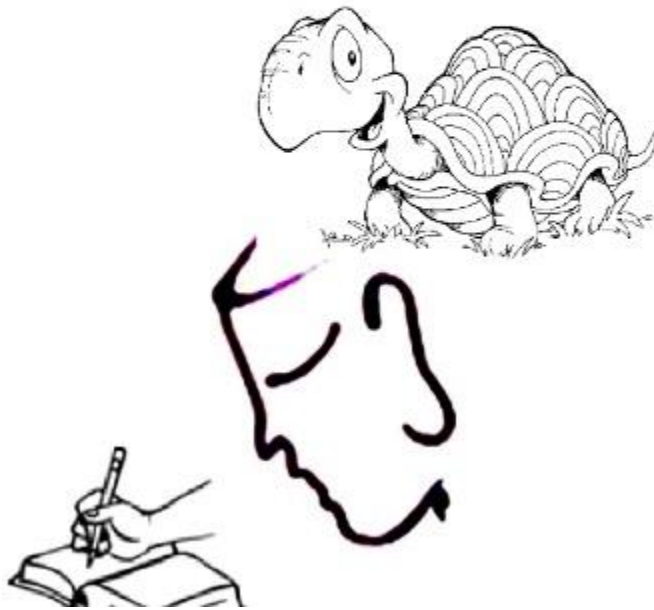
In due course of time you will realize you have a better command over words and are able to express yourself more clearly, lucidly, effectively.

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## 9. Read SLOWLY

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Do not speed read.

Never read faster than your comfortable speed.

There is no point in reading fast if you are not able to understand.

Read all words.

**Do not worry** about your reading speed.

Read naturally with a speed that allows you to understand the material comfortably.

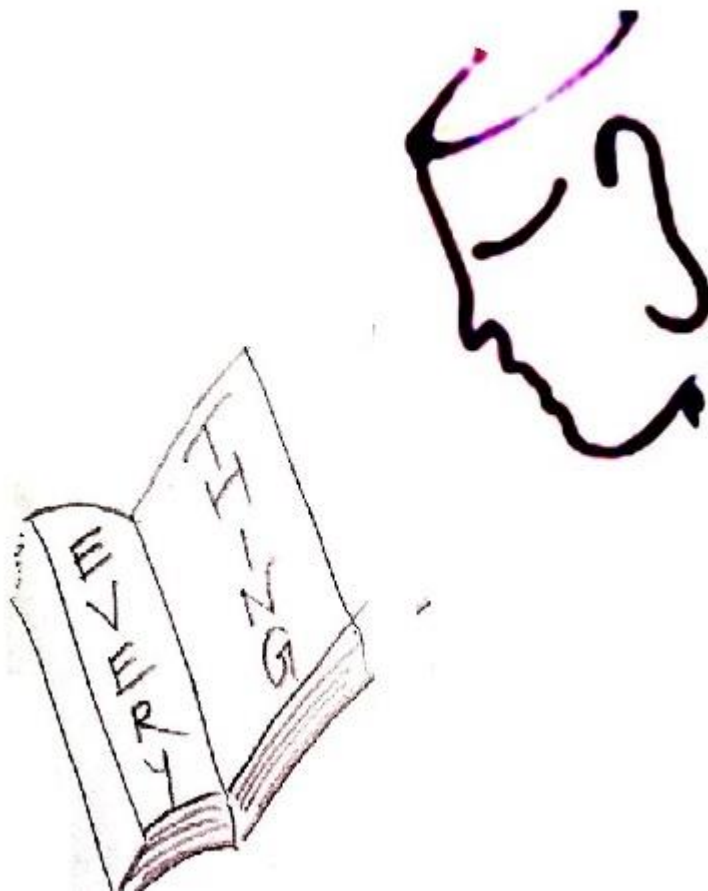
Do not just glance over the text.

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# What should you READ?

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Everything, which interests you.  
Anything which is related to your trade, profession, or domain.

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## **There are 3 suggestions about reading**

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### **Suggestion # 1.**

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An ideal exercise is to ATTEMPT the English Section of the SOLVED QUESTION PAPERS that appear in,

1. Civil Services Examination (CSE)
  2. Combined Defence Services Examination (CDSE)
  3. National Defence Academy (NDA)
  4. Naval Academy Examination (NAE)
  5. Staff Selections Commission (SSC)
  6. Institute of Banking Personnel Selection (IBPS)
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And then STUDY the explanations given at the back of every exercise. There are a lot of books or magazines related to the studies of competitive exams. Bank Service Chronicle and Competition Success Review are my personal favorite. You can purchase the cheaper copies at the RADDI WALLA, who can give these INVALUABLE books at a price of 10 rupees per kilogram. One book is sufficient to provide your brain with a rigorous exercise for an entire month.

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## **13 benefits of attempting these Question Papers.**

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1. Because it is to check the reading comprehension it enhances your reading comprehension.
2. It provides you with ECLECTIC reading.
3. Since the passages are on vast varieties, it enhances the scope of your knowledge.
4. Because you read a lot you begin to understand the nuances of the language.
5. Since you use your brain ACTIVELY to analyze the correct answer, it enhances the conceptual clarity of the subject matter.
6. It enhances your word power and fixes it. Once, while reading, and second while weighing the possible answers.

7. Because you read with a purpose to answer, you read thoroughly and with concentration, reading thus increases your COMFORTABILITY with the grammatical structures.

8. Because the material is selected for the purpose of RC, the passages chosen are better than most of the material. Moreover, the material chosen is INFORMATIVE and KNOWLEDGEABLE, and it is rich in most of the senses.

9. It gives a very good exercise to enables you to differentiate between what is WRITTEN and what is IMPLIED.

10. It enables you to SPEED READ. How? The more you read, the better your vocabulary becomes: the better your vocabulary, the better your speed and comprehension will be.

11. It develops your ability to SCAN the text. What is scanning? This skill is used while using a DICTIONARY or a DIRECTORY. It is the ability to go through the text to seek the relevant word only.

12. It develops your ability to SKIM the text. What is skimming? This skill is used while searching for the relevant information. That is reading the words which are surrounding the keywords to make out the meaning. To identify the main idea of the text. It is basically for RESEARCHERS to understand whether the text is useful for their RESEARCH or not. They skim the text before making a final decision to READ, DISCARD, or STUDY it.

13. To get the right answer your brain has to shuffle the LEXICON several times. How? The exercise of shuffling your knowledge (several times) enables you to associate (different) things according to some logic. Because of which your CONCEPTUAL CLARITY is enhanced. And the more you are able to INTERLINK, the sharper your memory will become.

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## **Suggestion # 2**

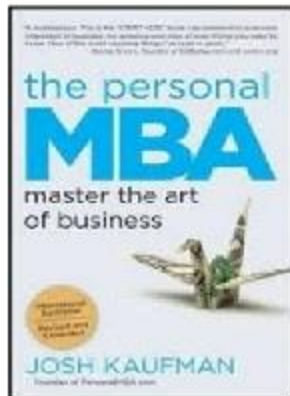
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Read motivational/personality development books.

There is a list compiled by Josh Kauffmann, which I think everyone should study.

<http://personalmba.com/best-business-books/>

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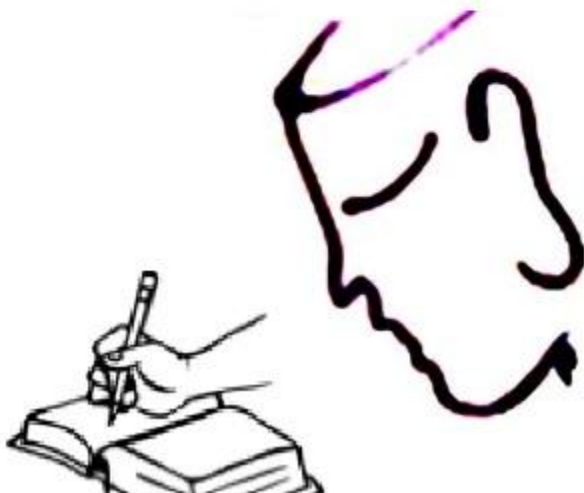


### Suggestion # 3

There are several websites also where you can find relevant information. Here is a list of some of my personal favorites.

<b>Wikipedia.org</b>	It provides information on almost everything.
<b>Ask.com</b>	It allows you to find answers on any kind of topic from the experts.

<b>WikiHow.com</b>	Is like mother of all the How to websites.
<b>About.com</b>	Contains information about almost everything.
<b>Slideshare.com</b>	Digestible information with lots of images
<b>Youtube.com</b>	See everything happening.



## Who should READ?

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# Everybody



Everybody ...!!!

Anyone with the slightest desire to improve one's learning.

Anyone who wants to be well-read, educated kind of a person, with conceptual clarity.

Anyone who wants to be recognized as an individual who is AWARE.

Never read without keeping a pen and paper handy, to record the ideas which might occur to you.

# When should you READ?

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The IDEAL time is in the morning because the brain is super fresh and fully recharged after 8 hours of sleep.

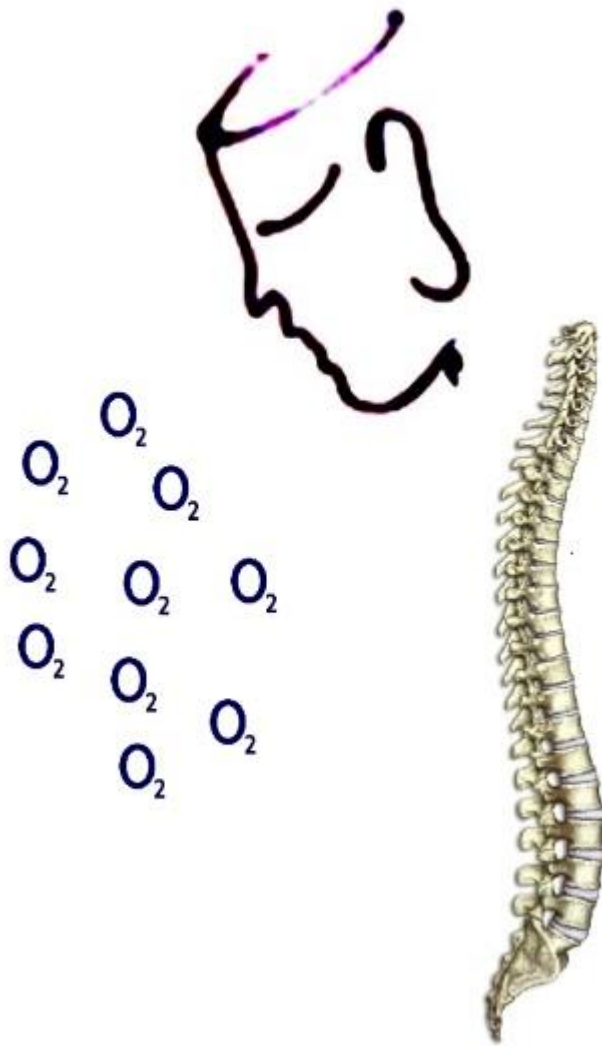
The concentration is at its highest.

Some people say that they are night people, but believe it or not, you have to accept it that your brain is tired by then.



# Where should you READ?

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*Anywhere, where you can concentrate, can keep your spine straight, and breathe oxygen rich air.*

## *Some extra stuff*

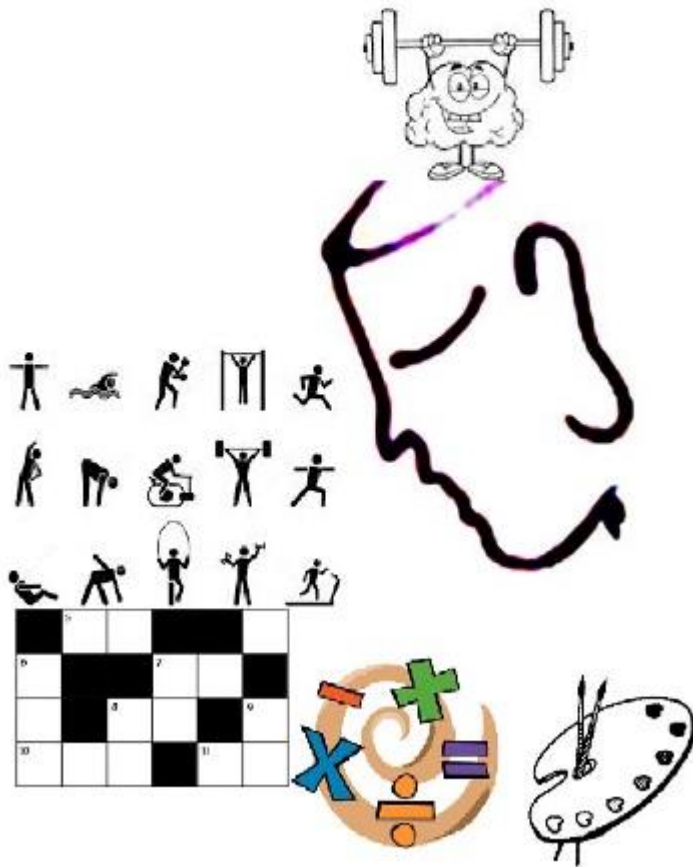
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## *Some tips to sharpen your brain*

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Just like exercise ensures healthy body, the following activities ensure the health of brain.



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## Therefore you should Do....

1. Besides reading, do these exercises for the health of the brain.
2. Solve competitive exams' question papers.
3. Solve crossword puzzles.
4. Practice simple Mathematics everyday.
5. Use left hand i.e. (the lesser active hand) in doing as many things as possible.
6. Write something everyday.
7. Draw or paint something everyday.
8. Doodle because it stimulates the brain.
9. Learn a different language.
10. Keep your room neat and tidy.
11. Drink plenty of water.
12. Cultivate a hobby like gardening.
13. Sleep.
14. Do breath exercises (Pranayaam).
15. Take deep breaths when you read.
16. Aerobics are an excellent routine to improve circulation and oxygen delivery to your brain cells.
17. Play outdoor games as well as video games also.
18. Teach something to someone (or your kids.)
19. Consume of Omega-3. (which is present in nuts and fish oil). It actually oils your brain.
20. Include zinc in your diet. (Nuts and seeds are the richest sources.)
21. Consume skimmed milk. It contains vitamin B12 that protects brain tissue from disease and injury.
22. Consume Coffee. It is a natural stimulant that activates the sympathetic nervous system, which improves cognitive functioning.
23. Coffee is also rich in antioxidants that are responsible for promoting the recovery of your neurons against injury and stress.
24. Consume Lemon juice contains polyphenols that enhance communication of neurons, memory, and learning abilities.
25. Consume 10 grams of Triphala everyday.
26. Chocolate contains flavonols that boosts cognitive skills.
27. Cocoa also contains polyphenols which prevent cognitive impairment of aging people.

## ***How to secure maximum marks in reading comprehension.***

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### **Step by step guide for READING COMPREHENSION**

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1. Never ASSUME anything.
  2. Read the questions carefully.
  3. Read the passage carefully.
  4. (Skippable after attempting 1000 RC passages) give a second reading to grasp the meaning completely.
  5. If you come across unfamiliar words, try to guess the meaning by relating.
  6. Answers should be correct and to the point written in your own words. Do not copy the sentences from the passage.
  7. After writing the answers check the punctuations and spellings.
  8. Revise the answer and get rid of the unnecessary details.
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## **Some QUOTES**

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***Reading is the way out of ignorance, and the road to achievement.***

***Reading is to the mind what exercise is to the body —Sir Richard Steele***

***The simplest way to make sure that we raise literate children is to teach them to read, and to show them that reading is a pleasurable activity. And that means, at its simplest, finding***

*books that they enjoy, giving them access to those books, and letting them read them.*

*Every child is different. They can find the stories they need to, and they bring themselves to stories. A hackneyed, worn-out idea isn't hackneyed and worn out to them. This is the first time the child has encountered it. Do not discourage children from reading because you feel they are reading the wrong thing. And not everyone has the same taste as you.*

*Well-meaning adults can easily destroy a child's love of reading: stop them reading what they enjoy, or give them worthy-but-dull books that you like, the 21st-century equivalents of Victorian "improving" literature. You'll wind up with a generation convinced that reading is uncool and worse, unpleasant. ~ Neil Gaiman (October 15, 2013). "Why our future depends on libraries, reading and daydreaming. the guardian.com. Retrieved on April 8, 2014."*

*If we encountered a man of rare intellect, we should ask him what books he read. ~ Ralph Waldo Emerson, Letters and Social Aims (1876), Quotation and Originality.*

*The first time I read an excellent book, it is to me just as if I had gained a new friend. When I read over a book I have perused before, it resembles the meeting with an old*

*one. ~Oliver Goldsmith, The Citizen of the World, Letter LXXXIII.*

*It may be well to wait a century for a reader, as God has waited six thousand years for an observer. ~ Johannes Kepler, In Martyrs of Science, p. 197.*

*Learn to read slow; all other graces will follow in their proper places. ~ William Walker, Art of Reading.*

*The worth of a book is to be measured by what you can carry away from it. ~James Bryce*

*A good book should leave you... slightly exhausted at the end. You live several lives while reading it. ~William Styron, interview, Writers at Work, 1958*

*There is a great deal of difference between an eager man who wants to read a book and a tired man who wants a book to read. ~G.K. Chesterton*

*If there's a book you really want to read but it hasn't been written yet, then you must write it. ~Toni Morrison*

*I would be most content if my children grew up to be the kind of people who think decorating consists mostly of building*

*enough bookshelves. ~Anna Quindlen, "Enough Bookshelves," New York Times, 7 August 1991*

*Books are the quietest and most constant of friends; they are the most accessible and wisest of counselors, and the most patient of teachers. ~Charles W. Eliot*

*Always read something that will make you look good if you die in the middle of it. ~P.J. O'Rourke*

*I must say I find television very educational. The minute somebody turns it on, I go into the library and read a good book. ~Groucho Marx*

*[I]t is pleasanter to eat one's own peas out of one's own garden, than to buy them by the peck at Covent Garden; and a book reads the better, which is our own, and has been so long known to us, that we know the topography of its blots and dog's-ears, and can trace the dirt in it to having read it at tea with buttered muffins, or over a pipe.... ~Charles Lamb, letter to S.T. Coleridge, 11 October 1802*

*A dirty book is rarely dusty. ~Author Unknown*

*You know you've read a good book when you turn the last page and feel a little as if you have lost a friend. ~Paul Sweeney*

*The smallest bookstore still contains more ideas of worth than have been presented in the entire history of television. ~Andrew Ross*

*Books are the bees which carry the quickening pollen from one to another mind. ~James Russell Lowell*

*Books can be dangerous. The best ones should be labeled "This could change your life." ~Helen Exley*

*This will never be a civilized country until we expend more money for books than we do for buying televisions. ~Puneet biseria*

*Good friends, good books and a sleepy conscience: this is the ideal life. ~Mark Twain*



*If you resist reading what you disagree with, how will you ever acquire deeper insights into what you believe? The things most worth reading are precisely those that challenge our convictions. ~Author Unknown*

*Books and pieces of furniture are made from the same thing, but books furnishes the house more beautifully. ~ Puneet biseria*

*When you reread a classic you do not see more in the book than you did before; you see more in you than was there before. ~Clifton Fadiman*

*For friends... do but look upon good Books: they are true friends, that will neither flatter nor dissemble. ~Francis Bacon*

*A book that is shut is but a block. ~Thomas Fuller*

*In books lies the soul of the whole Past Time: the articulate audible voice of the Past, when the body and material substance of it has altogether vanished like a dream. ~Thomas Carlyle*

*Books are lighthouses erected in the great sea of time. ~E.P. Whipple*

*"Tell me what you read and I'll tell you who you are" is true enough, but I'd know you better if you told me what you reread. ~François Mauriac*

*There are worse crimes than burning books. One of them is not reading them. ~Joseph Brodsky*

*Nothing is worth reading that does not require an alert mind. ~Charles Dudley Warner*

*To read without reflecting is like eating without digesting. ~Edmund Burke*

*The wise man reads both books and life itself. ~Lin Yutang*

*He who lends a book is an idiot. He who returns the book is more of an idiot. ~Arabic Proverb*

*The mere brute pleasure of reading — the sort of pleasure a cow must have in grazing. ~Lord Chesterfield*

*We are too civil to books. For a few golden sentences we will turn over and actually read a volume of four or five hundred pages. ~Ralph Waldo Emerson*

*That is a good book which is opened with expectation and closed with profit. ~Amos Bronson Alcott*

*The multitude of books is making us ignorant. ~Voltaire*

*There is no such thing as a moral or immoral book; books are well written or badly written. ~Oscar Wilde, Picture of Dorian Gray, 1891*

*One of the joys of reading is the ability to plug into the shared wisdom of mankind. ~Ishmael Reed, Writin' is Fightin': Thirty-Seven Years of Boxing on Paper, p.186*

*Some books are to be tasted, others to be swallowed, and some few to be chewed and digested. ~Francis Bacon*

*If the book is second-hand, I leave all its markings intact, the spoor of previous readers, fellow-travellers who have recorded their passage by means of scribbled comments, a name on the fly-leaf, a bus ticket to mark a certain page. ~Alberto Manguel, The Library at Night*

*A truly good book teaches me better than to read it. I must soon lay it down, and commence living on its hint.... What I began by reading, I must finish by acting. ~Henry David Thoreau*

*Books are immortal sons deifying their sires. ~Plato*

*No entertainment is so cheap as reading, nor any pleasure so lasting. ~Mary Wortley Montagu*

*I would never read a book if it were possible for me to talk half an hour with the man who wrote it. ~Woodrow Wilson*

*A good book is always on tap; it may be decanted and drunk a hundred times, and it is still there for further imbibement. ~Holbrook Jackson*

*Reading — the best state yet to keep absolute loneliness at bay.  
~William Styron*

*Reading well is one of the great pleasures that solitude can afford you. ~Harold Bloom*

*To become a more independent thinker spend a good deal of time developing your reading skills.~ puneet biseria.*

*All that mankind has done, thought, gained or been: it is lying as in magic preservation in the pages of books. Books provide us with the opportunity to meet with great thinkers on a one-on-one basis, even if they are of a different locale or time. ~ Thomas Carlyle.*

*Learn to read slow; all other graces will follow in their proper places. ~ William walker (The Art Of Reading)*

*The art of reading affects the art of thinking which affects the art of living. ~ puneet biseria*

*Everyday spend at least 30 minutes to study the things related to your profession (or your area of interest). It will give you the EDGE in your field.*

*Reading skills in English are very important because reading skill gives you the access to the most important resources to expose yourself to the windows of the world. Everything is written in English. ~ puneet biseria*

*Whenever you are Reading/Listening, you are doing it*

- 1. To understand the feelings of the writer/speaker.*
- 2. To be entertained or stimulated emotionally*
- 3. To acquire information.*
- 4. To understand the point of view of the writer/speaker.*
- 5. To review or refine your understanding.*
- 6. To appreciate what is Written/Spoken.*

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*Study skills can be developed through several tasks which require a problem-solving approach. However, most of the students never learn the most essential skill of developing a problem-solving approach as most of them study (read CRAM) from cheap guides/keys/20 Question to SAVE TIME. Most of the students want to save time so that they can cram more. They keep on cramming throughout their student life sacrificing learning for the sake of MARKS.*

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*UNDERSTAND that the real purpose of learning English is to be able to use it in the real life, and that the syllabi of school and colleges do not have any worthwhile thing to fulfill the actual purpose. You will see that a variety of skills are required to meet the real life situations.*

*By real world situations I mean that whenever you Read/Listen anything in English, you must be able*

- 1. To understand the feeling. (EMPATHIZE)*
- 2. To understand the nuances of expression, tone, attitude. (WELL-VERSED)*
- 3. To read between the lines.(IMPLIED)*
- 4. To not be blocked by cross-cultural differences. (UNIVERSAL)*
- 5. To acquire information by becoming able to focus on what is important. (SORTING)*
- 6. To distinguish the MAJOR and MINOR points, ideas, etc. (DIFFERENTIATE)*

*7. To understand the point of view of the Speaker/Writer.  
(INTERPRET)*

*8. To differentiate between the facts and attitudes/view points.  
(INFER)*

*9. To analyze what is said/written. (ANALYZE)*

*10. To review or distill your understanding by  
reading/listening. (FIXING)*

*11. To become able to acquire the type of information you  
want. (EVALUATE)*

*~ puneet biseria*

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*Whatever we read or listen can be divided into two broad  
categories. INTEREST and USEFULNESS.*

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*Listening and reading should be given more attention if you  
really want to cultivate educated minds.*

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*Students should give more practice to Extensive Listening and  
Intensive Listening.*

*Extensive reading is for pleasure and interest.*



*Intensive reading is to extract the specific information.*

*Skimming is reading quickly just to get the gist of the text.*

*Scanning is reading to find a particular piece of information.  
(telephone directory)*

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*Have no doubt.... The reader/listener will disregard everything  
except for the information he is interested in.*

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*By the time the student reaches standard Xth, he should have  
learnt listening skills as goodly as possible. A great deal of  
comprehending and responding rests on it.*

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*The use of spoken/written words to get things done is  
called the Transactional Function of the language. And the  
use of spoken/written words to establish and maintain social  
contact is called the Interactional Function of the language.*

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*Reading the lesson should be used as an opportunity to teach  
pronunciation.*

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*Characteristics of Reading*

*First, reading purposeful.*

*There is always a reason for reading.*

*The purpose of reading directs the way the text will be read  
and processed by the brain.*

*Extensive reading is for pleasure and interest.*

*Intensive reading is to extract the specific information.*

*Skimming is reading quickly just to get the gist of the text.*

*Scanning is reading to find a particular piece of information.  
(telephone directory)*

*Second, reading is selective.*

*We only read only what is important for us.*

*Our reading speed varies according to the content and our purpose of reading.*

*If we are reading a joke we do not pay much attention, when we are reading for exams we pay too much attention.*

*Third, Reading is personal.*

*Reading varies according to the level of the reader.*

*Experienced readers read the minimum number of words to extract the maximum amount of information correctly.*

*Fourth, reading is always pertaining to comprehension.*

*When we read, we do not read merely to decode the words written.*

*We read to understand what is implied.*

*We react to what we read, we try to evaluate the accuracy of what is written, we weigh the opinions expressed, and we also check the appropriateness of the tone of the writer.*

*We, as readers, interact with what we read.*

*Every reader absorb the meaning of the text in his own manner. In fact, readers bring meaning to the text.*

*The word is not as neutral as it looks in the dictionary. The meaning of the word changes according to the context in which it is used.*

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*The ultimate aim of a Reading Programme is to  
enable the students  
to read unfamiliar texts  
with appropriate speed  
and adequate understanding  
without any help.*

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*Secondly, if you want the reading programme to be successful, as a teacher, you should select the material which is interesting, relevant, easy to read and understand, written in an authentic language. It should be easily understandable and should have lots of pictures in it.*

*By authentic language I mean the sort of language which is generally used in real life contexts, which is not edited or written especially for the purpose of teaching.*

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*Critical Reading is weighing the ideas, implications, organization of the ideas, and the way in which the author has presented in the text*

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*Reading flexibility is the ability to vary the speed of reading according to the nature of the text and the purpose of reader to read the text.*

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## KEY WORDS

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abcdefghijklmnopqrstuvwxy

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# End of Session